

MBA Home Building and Remodeling Show - Job Posting

**Company Name: GEIS BUILDING PRODUCTS INC.**

**Job Title: SERVICE MANAGER**

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Pay range (optional):

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Start AS SOON AS AVAILABLE

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Company Website: WWW.GEISDOORS.COM

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Contact for job posting: SAM DUNLAP  
262-784-4250  
SAM@GEISBLDG.COM

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Job description  
and information:

- Manage Service Department
- Supervise and schedule service personnel daily
- Utilize mobile on-line service
- Prioritize and assign all service calls
- Manage Preventative Maintenance Programs
- Daily documentation of work performed
- Voicing of completed jobs
- Update pricing as necessary
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- Communication  
re: with customers, technicians, shop personnel, office staff, vendors.
- Quote return service jobs
- Commercial Springs
- Commercial Openers
- Residential & Commercial Sections
- Complete job follow-through
- Awareness of priority jobs
- Incoming purchase order items
- Lift rentals
- Special job requirements
- Return service calls
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- Miscellaneous Projects – as help is needed and time allows